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Calumet College

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of Saint Joseph

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## COURSE SYLLABUS

**Term: Fall 2016 Group 44**

**Course: PSM 325 Introduction to Research of Public Safety Issues**

### **Instructor Information:**

<b>Instructor Name</b>	Dr. Michelle McCartney
<b>Office Number:</b>	401
<b>Phone Number:</b>	1-219-473-4298, or (toll free) 1-877-700-9100, ext. 298; <b>CELL: 773-251-0283</b>
<b>Email:</b>	mmccartney@ccsj.edu
<b>Hours Available:</b>	Tuesdays 8:00-9:00am; 12:30-1:30pm @ East/West University or 5:00-6:00pm @ Chicago Police Academy; other times by appointment

**Instructor Background:** Dr. McCartney retired as a Lieutenant from the Chicago Police Department after 28 years of dedicated service. During that time, she worked in several different assignments including Patrol (Districts 001, 005, 006, 009, 012, 021, and 022), Tact team, Traffic Division, Legal Affairs, Research & Development, the Superintendent's Office, and the Education & Training Division. At the academy Dr. McCartney oversaw the Continuing Education & In-Service Training Unit and the Instructional Design & Quality Control Units. She also designed and taught the CPD's first class on Emotional Intelligence. The class was part of the leadership development program for supervisors.

Dr. McCartney is excited to re-focus her career as a full-time educator. She joined the Public Safety Programs as an Assistant Professor and is currently the director of both the Public Safety Management and Public Safety Administration Programs as well as the Department Chair of the Criminal Justice and Public Safety Department. She has been an adjunct professor with the program since 2006. Dr. McCartney pursued and earned her Bachelor Degree (Finance, University of Illinois at Chicago), Master Degree (Public Administration, Illinois Institute of Technology), Doctorate Degree (EdD, Loyola University Chicago), and Master of Applied Positive Psychology from The University of Pennsylvania. Obviously Michelle is a lifelong learner (or professional student!) and enjoys sharing her love of learning with her students.

<b>Course Information:</b>	
<b>Course Time &amp; Location</b>	Tuesdays 9:00am-12:30pm @East/West University, 829 S. Wabash, Chgo., IL, 60605 Room: CL 406 And 6:00pm-9:30pm @Chicago Police Academy, 1300 W. Jackson Blvd., Chgo., IL, 60607 Rm CL 109
<b>Required Books and Materials:</b>	<b>Textbooks:</b> <ol style="list-style-type: none"> <li>1. <i>Publication Manual of the American Psychological Association</i>, 6th edition</li> <li>2. <i>CCSJ Public Safety Management Undergraduate Writing Manual</i>, (updated, Spring of 2016)</li> <li>3. <i>The Criminal Justice Student Writer's Manual</i> (6th Ed.). Johnson, W. A., Rettig, R.P., Scott, G.M., &amp; Garrison, S.M. (2002). Prentice Hall. Upper Saddle River, NJ.</li> </ol>
<b>Learning Outcomes/ Competencies:</b>	
Students will:	
<ol style="list-style-type: none"> <li>1. Demonstrate writingskills, using appropriate grammar, punctuation, style and development.</li> <li>2. Conduct academic research using valid sources: Internet, Library, Journals, etc.</li> <li>3. Use APA format correctly.</li> </ol>	
<b>Course Description:</b> This course is designed to assist students in developing their ability to utilize applied research techniques in public safety settings. Emphasis will be placed on problem identification, the collection and analysis of primary data, and writing a formatted research report. A research paper on a selected topic is required.	
<b>Learning Strategies:</b> Lecture, group discussion, individual presentation, collaboration, Blackboard, software exploration, formatting and familiarization.	

<b>Assessments:</b>		
<b>Major Assignments:</b>	<b>Formatted, Written Project*</b> <b>Oral Presentation of Final Project</b> <b>Weekly Written Assignments</b> <b>Mandatory outside Reading/Presentation**</b>	<b>40% of total grade</b> <b>10% of total grade</b> <b>25% of total grade</b> <b>25% of total grade</b>
<b>ALL Assignments submitted via Blackboard!</b>		

## Course Schedule:

**I reserve the right to change this schedule to meet the needs of the class.**

Class Date	Assignments	Class Discussion/Activities
<b>Class #1</b> <b>9/6/2016</b>	Instructor-Student Introductions & Syllabus Review Extensive review of CCSJ Writing Manual & APA Format & MS WORD ~What the final paper should contain (Title Page, Abstract, table of Contents, Main Content, Citations, References) ~Search Engine and Database Use ~Topic Development ~Reference Development (What is a source? What is a valid source? What is the proper format for referencing a source?) ~Access and familiarization of CCSJ online systems (email, Blackboard, library, my CCSJ online)	
<b>Class #2</b> <b>9/13/2016</b>	Group Discussion of Week 1 topics ~Formatting: Margins, Running Head, Page Numbering ~Introduction Development (What is an Introduction? Differences between Introduction and Abstract). ~Table of Contents Development (formatting a Table of Contents)  <b>Assignments Due:</b> <b>Topic, Formatted Title Page, and Library Research Source(s)</b> <b>Read Chapters 1 &amp; 2 of The Criminal Justice Writer's Manual and Chapters 1 &amp; 3 of the APA Manual</b>	
<b>Class #3</b> <b>9/20/2016</b>	Group Discussion of Week 2 Assignments ~Literature Review (Content) Development: (Authors/Experts, Objectivity, Factual Focus) ~Citations (discussion on the academic responsibilities related to proper citation of sources). ~Quotation Use (What is the proper format of a quotation? What is the proper format of a long quotation?)  <b>Assignments Due:</b> <b>Formatted Table of Contents, 1 formatted Reference, 1 page of content (w/citations)</b> <b>Read chapters 3, 5, &amp; 6 in The Criminal Justice Writer's Manual (skip Ch. 4)</b>	
<b>Class #4</b> <b>9/27/2016</b>	Group Discussion of Week 3 Assignments ~Continued focus on content development, proper citation use, formatting references, etc. ~Ethical academic writing (Why do students and institutions focus so much time and energy on formatted writing?)  <b>Assignments Due:</b> <b>Two additional pages of content (w/citations), 2 different formatted References</b>	

<b>Class #5</b> <b>10/4/2016</b>	Group Discussion of Week 4 Assignments ~Abstract Development (What does an abstract do?) ~Final Formatting of Reference Page ~Final Project Discussion  <b>Assignments Due:</b> <b>Additional page of Content (w/citations). 2 formatted References</b>
<b>Class #6</b> <b>10/11/2016</b>	Final class session <b>Written Projects Due</b> <b>Individual Oral Presentations of Final Projects</b>

**\*Formatted, Written Project**

The written project subject matter is discussed and assigned with student/instructor input during the first two classes. The formatted written project and oral presentation of the final project is worth **50%** of the total course grade. The project must be typed, in proper APA format, and contain the necessary components as discussed during class.

**\*\*Mandatory outside Reading/Presentation**

Students are encouraged to become involved in independent readings and are required to locate 1 program specific reading. Outside readings are to be presented in class. The presentation must include one visual aide (i.e., PowerPoint presentation, brief video clip poster board, handout, etc.). Article content will be discussed on its relevance and professional impact to the public safety community.

**GradingScale:**

<b>Grade</b>	<b>Points</b>	<b>Grade</b>	<b>Points</b>
A	100-92	C	77-72
A-	91-90	C-	71-70
B+	89-88	D+	69-68
B	87-82	D	67-62
B-	81-80	D-	61-60
C+	79-78	F	59 & below

<b>Responsibilities</b>	
<b>Attending Class</b>	You cannot succeed in this class if you do not attend. We believe that intellectual growth and success in higher education occur through interaction in the classroom and laboratories. However, we understand that emergencies do occur and we do want to penalize students for events that are beyond their control. If you need to miss class, you must give notice of your absence <i>in advance</i> , and you are responsible for all missed work. Being absent doesn't excuse you from doing class work; you have <b>more</b> responsibilities to keep up and meet the objectives of this course. You may not miss more than one class. If you miss more than one class you will either be dropped or receive a failing grade for the course, depending on the date of the absence relative to the academic calendar.

<b>Turning In Your Work</b>	You cannot succeed in this class if you do not turn in all your work on the day it is due. Students will have ample time to work on assignments. Assignments are due before start of class. Students should be aware late assignments are accepted, but reduced by one letter grade, unless arrangements have been made between the student and the instructor.
<b>Using Electronic Devices</b>	Electronic devices can only be used in class for course-related purposes. It is acceptable to have your phone on your desk in silent mode. However, it is not acceptable to text or be otherwise distracted by your phone or electronic device during class.
<b>Participating in Class</b>	You must be on time, stay for the whole class and speak up in a way that shows you have done the assigned reading. Class participation is vital to the learning process. Students must be prepared to discuss the assignments as listed.
<b>Doing Your Own Work</b>	<p>If you turn in work that is not your own, you are subject to judicial review; these procedures can be found in the College Catalog and the Student Planner. The maximum penalty for any form of academic dishonesty is dismissal from the College.</p> <p>Using standard citation guidelines, such as MLA or APA format, to document sources avoids plagiarism.</p> <p><b>PLEASE NOTE:</b> All papers may be electronically checked for plagiarism.</p>
<b>Withdrawing from Class</b>	After the last day established for class changes has passed (see the College calendar), you may withdraw from a course by following the policy outlined in the CCSJ Course Catalog.

<b>Resources</b>	
<b>Student Success Center:</b>	The Student Success Center provides faculty tutors at all levels to help you master specific subjects and develop effective learning skills. It is open to all students at no charge. You can contact the Student Success Center at 219 473-4287 or stop by the Library.
<b>Disability Services:</b>	Disability Services strives to meet the needs of all students by providing academic services in accordance with Americans with Disabilities Act (ADA) guidelines. If you believe that you need a “reasonable accommodation” because of a disability, contact the Disability Services Coordinator at 219-473-4349.
<b>CCSJ Alerts:</b>	Calumet College of St. Joseph’s emergency communications system will tell you about emergencies, weather-related closings, or other incidents via text, email, or voice messages. Please sign up for this important service annually on the College’s website at: <a href="http://www.ccsj.edu/alerts/index.html">http://www.ccsj.edu/alerts/index.html</a> .

	<p>In addition, you can check other media for important information, such as school closings:</p> <p><b>Internet:</b> <a href="http://www.ccsj.edu">http://www.ccsj.edu</a></p> <p><b>Radio:</b> WAKE – 1500 AM, WGN – 720 AM, WIJE – 105.5 FM, WLS – 890 AM, WZVN – 107.1 FM, WBBM NEWS RADIO 78</p> <p><b>TV Channels:</b> 2, 5, 7, 9, 32</p>
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**Emergency Procedures**

**MEDICAL EMERGENCY**

**EMERGENCY ACTION**

1. Call 911 and report incident.
2. Do not move the patient unless safety dictates.
3. Have someone direct emergency personnel to patient.
4. If trained: Use pressure to stop bleeding.
5. Provide basic life support as needed.

**FIRE**

**EMERGENCY ACTION**

1. Pull alarm (located by EXIT doors).
2. Leave the building.
3. Call 911 from a safe distance, and give the following information:
  - Location of the fire within the building.
  - A description of the fire and how it started (if known)

**BUILDING EVACUATION**

1. All building evacuations will occur when an alarm sounds and/or upon notification by security/safety personnel. **DO NOT ACTIVATE ALARM IN THE EVENT OF A BOMB THREAT.**
2. If necessary or if directed to do so by a designated emergency official, activate the building alarm.
3. When the building evacuation alarm is activated during an emergency, leave by the nearest marked exit and alert others to do the same.
4. Assist the disabled in exiting the building! Remember that the elevators are reserved for persons who are disabled. **DO NOT USE THE ELEVATORS IN CASE OF FIRE. DO NOT PANIC.**
5. Once outside, proceed to a clear area that is at least 500 feet away from the building. Keep streets, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel. The assembly point is the sidewalk in front of the college on New York Avenue.
6. **DO NOT RETURN** to the evacuated building unless told to do so by College official or emergency responders.

**IF YOU HAVE A DISABILITY AND ARE UNABLE TO EVACUATE:**

Stay calm, and take steps to protect yourself. If there is a working telephone, call 911 and tell the emergency dispatcher where you are **or** where you will be moving. If you must move,

1. Move to an exterior enclosed stairwell.
2. Request persons exiting by way of the stairway to notify the Fire Department of your location.
3. As soon as practical, move onto the stairway and await emergency personnel.

4. Prepare for emergencies by learning the locations of exit corridors and enclosed stairwells. Inform professors, and/or classmates of best methods of assistance during an emergency.

## **HAZARDOUS MATERIAL SPILL/RELEASE**

### **EMERGENCY ACTION**

1. Call 911 and report incident.
2. Secure the area.
3. Assist the injured.
4. Evacuate if necessary.

## **TORNADO**

### **EMERGENCY ACTION**

1. Avoid automobiles and open areas.
2. Move to a basement or corridor.
3. Stay away from windows.
4. Do not call 911 unless you require emergency assistance.

## **SHELTER IN PLACE**

### **EMERGENCY ACTION**

1. Stay inside a building.
2. Seek inside shelter if outside.
3. Seal off openings to your room if possible.
4. Remain in place until you are told that it is safe to leave.

## **BOMB THREATS**

### **EMERGENCY ACTION**

1. Call 911 and report incident.
2. If a suspicious object is observed (e.g. a bag or package left unattended):
  - Don't touch it!
  - Evacuate the area.

## **TERRORISM AND ACTIVE SHOOTER SITUATIONS**

### **EMERGENCY ACTION**

1. Call 911 and report intruder.

## **RUN, HIDE OR FIGHT TIPS:**

1. **Prepare** – frequent training drills to prepare the most effectively.
2. **Run and take others with you** – learn to stay in groups if possible.
3. **Leave the cellphone.**
4. **Can't run? Hide** – lock the door and lock or block the door to prevent the shooter from coming inside the room.
5. **Silence your cellphone** -- use landline phone line.
6. **Why the landline?** It allows emergency responders to know your physical location.

7. **Fight** – learn to “fight for your life” by utilizing everything you can use as a weapon.
8. **Forget about getting shot – fight!** You want to buy time to distract the shooter to allow time for emergency responders to arrive.
9. **Aim high** – attack the shooter in the upper half of the body: the face, hands, shoulder, or neck.
10. **Fight as a group** – the more people come together, the better the chance to take down the shooter.
11. **Whatever you do, do something** – “react immediately” is the better option to reduce traumatic incidents.